

Subject: Fwd: Coding instruction

From: Jennifer Casillas

Date: 3/19/2020, 3:22 PM

To: Anahli Avina <anahli.avina@lacity.org>, Crystal Paz <crystal.paz@lacity.org>, Eduardo Velasco <eduardo.velasco@lacity.org>, Kristal Huizar <kristal.huizar@lacity.org>, Sabrina Corral <sabrina.corral@lacity.org>, Andre Branch <andre.branch@lacity.org>, Leo Floyd <leo.floyd@lacity.org>, Robert Thompson <robert.l.thompson@lacity.org>, Barry Rankins <barry.rankins@lacity.org>, Gilbert Espinosa <gilbert.espinosa@lacity.org>, Julio Hernandez <julio.hernandez@lacity.org>, Leopoldo Uribe <leopoldo.uribe@lacity.org>

CC: Mark Jackson <mark.jackson@lacity.org>, "Bill Lopez Jr." <bill.lopez.jr@lacity.org>, Desiree Valdez <desiree.valdez@lacity.org>, Javier Flores <javier.flores@lacity.org>, Jessica Nunez <jessica.nunez@lacity.org>

Please make sure the right task codes are being used.

----- Forwarded message -----

From: **RAP DutyOfficer** <rap.dutyofficer@lacity.org>

Date: Tue, Mar 17, 2020 at 12:38 PM

Subject: Fwd: Coding instruction

To: Melissa Rivas <melissa.rivas@lacity.org>, Javier Solis <javier.solis@lacity.org>

Here is the updated time codes

RAP DUTY OFFICER:

City of Los Angeles
Department of Recreation and Parks
Emergency Management Division
3900 Chevy Chase Drive,
Los Angeles, CA 90039
Stop# 628-3
Park Proud - LA!

24-Hour Duty Line: 213-833-8393

----- Forwarded message -----

From: **Eleanor Chang** <eleanor.chang@lacity.org>

Date: Tue, Mar 17, 2020 at 12:33 PM

Subject: Fwd: Coding instruction

To: RAP DutyOfficer <rap.dutyofficer@lacity.org>

Cc: Noel Williams <Noel.Williams@lacity.org>

Attached is Maintenance coding instruction. These task-subtask will be available on D-time tomorrow. The Controller's Office needs overnight to bring these task-subtask to D-time.

Eleanor

Sent from my iPhone

Begin forwarded message:

From: Eleanor chang <

Date: March 17, 2020 at 12:30:42 PM PDT

To: "eleanor.chang@lacity.org" <eleanor.chang@lacity.org>

Subject: Coding instruction

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Javier Solis, Superintendent of Maintenance Operations
Department of Recreation and Parks

O: [\(213\) 485-4809](tel:(213)485-4809)

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Raul Leon
Principal Grounds Maintenance Supervisor
Department of Recreation and Parks
Pacific Region
Phone (310) 548-7598
Fax (310) 832-5373

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Thank you,

Jennifer Casillas

Recreation and Parks
Pacific Region Headquarters, Maintenance Office
1670 Palos Verdes Drive North
Harbor City, CA 90710
ph 310) 548-2007, fax 310) 832-5373



- [Attachments-1/Coding Instructions for Covid-19 \(revised 2\).pdf](#)